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QUARTERLY REPORT - RECORDS ADMINISTRATION STAFF
July, August and September 1966

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I FORMS MANAGEMENT -

1. Completed design and/or approval of 56 new and 63 revised official agency forms.
2. Eliminated 28 official forms.
3. Approved 5 new and 2 revised official forms for OPPB preparation of 5 year budget on a priority basis.
4. Designed a 51 page Check Sheet to be used by engineers 50X1
to determine use of mechanical equipment.
5. Designed Check Sheet for Sovmat for Foreign Equipment Directory.
6. Prepared a Supplement to the Personal History Statement to be used for marriages; this requires 2 pages instead of 17 page PHS.
7. Form 2290 revised to improve format and to permit Contact Services to get more data on a page.
8. Revised 5 forms for Commo for cryptographic purposes.
9. Reviewed and approved proofs, material samples or advance copies for 60 forms.
10. Designed Passport Data Form for TSD.
11. Surveyed forms in Collection Guidance Staff and eliminated 13 involving 25,000 pieces of paper.
12. Designed a new computer use form for OCS which eliminates 3 others used for similar purposes.
13. 50X1
14. Converted six "bootleg" forms used by Printing Services to official agency forms.
15. Revised OBI Transmittal List to eliminate one copy involving 5,000 pieces of paper.
16. Revised 2 forms for Central Cover Staff

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I FORMS MANAGEMENT - []

17. Designed a new Document Control form for Commo; used a new one time carbon paper - "ETC".
18. Designed 8 new forms for Commo; five of which are for Computer Input purposes.

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19. Assigned to various forms management activities on an "on-the-job" type training program. Activities concerned revisions of forms from OCR, DDP and Office of Personnel.

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II RECORDS DISPOSITION - []

1. Reviewed and approved revision of entire Records Control Schedule for Cable Secretariat.
2. Met with Records Officers in AF/DDP; OBI and Cable Secretariat regarding special problems on records disposition and revision of Records Control Schedules.
3. Negotiated formal agreement between DIA, National Archives and CIA providing for the future administration of USSBS records by DIA. This resolves a jurisdictional dispute of 20 years duration.

4. []

50X1

5. Reviewed 12 different jobs of DDP operational records in the Center to determine ultimate disposition.

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6. Prepared revised Records Control Schedule for TSD; 96% temporary records.
7. Prepared revised Records Control Schedule for Supply Division, OTR/ISO.
8. Reviewed and approved revised Records Control Schedule for OSI covering 2,936 cubic feet of records; of which only 92 feet are permanent.

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III VITAL RECORDS - []

1. Approved Vital Records Deposit Schedule for Cable Secretariat.

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IV SURVEYS - [REDACTED]

1. Completed survey of functions, procedures of the Authentication Branch/TSD/DDP. Accomplishments consisted of preparation of Records Control Schedule; 12 recommendations concerning procedures, files, reports, forms and related areas of records management. Adoption of these proposals will result in tangible savings of \$5,708 and numerous intangible benefits.

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2. Began survey of records, forms and procedures in SAVA at request of [REDACTED]

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V FILING EQUIPMENT AND SUPPLIES - [REDACTED]

1. Worked with representative of Watson Manufacturing Company to develop a special piece of equipment to house briefing boards and charts for ORD.
2. Prepared Comparative Data Sheet on Special Filing Equipment to show -; cost; space required; description and other data required to evaluate requirements submitted by operating offices.

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3. Obtained surplus shelf file equipment for use by OBI to store maps in Vital Records [REDACTED] releasing 22 - five drawer file cabinets for Agency-wide use. This represents cost avoidance of \$750.
4. Assisted OSI in obtaining safe without paperwork.
5. Approved requirement for special sorting equipment for DDS&T.
6. Approved Commo requirement for special file folders - Veridex.
7. Approved requisition for 7 Space Finder Cabinets for NPIC.
8. Approved requirement for 30 safes for overseas use in FE areas.
9. Disapproved NPIC request for six 5-drawer cabinets costing \$315.
10. Disapproved O/L purchase order for 30 file cabinets costing \$1,650.

50X1

VI MISCELLANEOUS -

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1. [REDACTED] made arrangements with FDD to have a translation made from French to Russian of the Resolutions, Recommendations and

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Wishes of the Extraordinary International Archives Congress. This was for the Archivist of the United States, Dr. Robert Bahmer.

2. Twenty Agency officials attended the Second Paperwork Management Award Dinner sponsored by the American Management Society at the Shoreham Hotel, 28 September.
3. Made presentation on records management at the Support Services Review, Trends and Highlights Conference [redacted] 50X1
4. Held a meeting of 35 Agency Records Officers on 16 September to discuss a number of topics of interest.
5. Accompanied Mr. Thomas Pugliese, Chief, Records Management at Atomic Energy Commission [redacted] 50X1
[redacted] 50X1
6. Arranged for Messrs. Brentlinger and Elliott of GSA to be briefed on the Agency Intellofax System by [redacted] OCR.

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[redacted]

Chief, Records Administration Staff

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SUPPLEMENT TO QUARTERLY REPORT - RECORDS ADMINISTRATION STAFF
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VII ARCHIVES AND RECORDS CENTER OPERATIONS

1. Received 4,088 cubic feet of records from Agency offices; eliminated 1,957 cubic feet of records from the Center.
2. On 30 September there were 90,324 cubic feet of records in the Center, representing 84.7% of its capacity.
3. Reference services completed for headquarters offices amounted to 29,618 items, an average of 502 per work day.
4. There were 74 visitors to the Center on official business in connection with inactive or vital records problems.
5. As a result of rearrangement of records storage space the total capacity of the Center was increased by 3,390 cubic feet, making the total capacity 106,650 cubic feet.

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Chief, Records Administration Staff

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11/28/66

Thank - I'm
 still not quite
 sure what I
 want to do - or
 what we are
 expected to do
 about reporting.
 The format of these
 4-ly reports will
 probably be good for
 your contribution
 for some facsimile.
 I'll let you when
 we have to start



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